

HARRIET KUNG

harriet.kung@gmail.com | 9123 2009

PROFILE | Well equipped recent graduate with exceptional experience in the field of Human Resources. Recognised for professionalism, resourcefulness and competence in resolving problems and hitting project deadlines with tight schedules.

EDUCATION | **Hong Kong Baptist University, 2011 -2014**
Bachelor of Business Administration (Honours) in Human Resources Management

College of International Education (HKBU), 2009-2011
Associate of Arts in Bilingual Language and Literature Studies

EXPERIENCE | **Human Resources Intern, JW Consulting Group Ltd.**
Jun-Aug 2013

- Assisted in personnel support administration work with respect to recruitment, compensation & benefits, leave & attendance
- Managed pre- and post-training logistics with 5+ internal or external parties to enable smooth delivery of training courses
- Maintained and updated all training materials to be in line with the latest operations development and employee training records
- Leveraged social media including Facebook and Instagram to enhance employee engagement for 3 staff engagement activities

EXTRA-CURRICULAR ACTIVITIES | **Mentor, Student Mentorship Program (2012/13)**

- Provided competent and reliable mentorship to 5+ first-year students within the Management Department
- Acted as a source of information while guiding students in developing a network of contacts and accessing other useful resources

SKILLS | Microsoft Office (Word, PowerPoint, Excel & Access)

LANGUAGES | Cantonese (Native), English (Proficient), Mandarin (Intermediate)

AVAILABILITY | One month's notice